



**West Green Primary School**  
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**Headteacher: Mr A Hodgson BA (Hons) PGCE**

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7<sup>th</sup> September 2020

**This letter has important information about the start and end times of the day.**

Dear Parents and Carers,

Thank you all so much for using the one-way system so well today. We really felt that the start of the day went brilliantly, and it is so lovely to have all of your children back in school.

Having looked at how things were running, and realising that the arrival and departure times were making things tricky for some families, we have decided to simplify it a bit. This will mean that teachers will be able to start lessons more promptly, and it will help with planning the day.

- **All families should aim to arrive at school between 8:45 and 9:05 am.**
- **All children can be picked up at any time between 2:50 And 3:10 pm.**
- **Children who walk home alone will be released at 3:05pm**

This will only work if we have families arriving at a variety of times, but this happens naturally anyway.

It was only once we saw how the school community has responded so well to our plans and systems that we felt able to do this. We apologise if anyone has had to make special plans in order to work round the previous times, but hopefully this will make everything easier for you.

If any parents have already made plans with work or friends and family for drop-off and pick-up times, we will of course honour those this week, but hopefully the new flexibility will not cause any problems for you.

If you have any questions, please feel free to contact the school office.

Kind Regards,

Mr A Hodgson  
Head Teacher

